



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

June 4, 2009

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Secretary of the Navy Advisory Panel (Modified)*

On November 6, 2007, the Department of Defense renewed the charter for the Secretary of the Navy Advisory Panel (Attached).

The Secretary of the Navy has requested that the charter be modified to increase the number of Panel members from fifteen to twenty.

Prior to filing the Panel's modified charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The amended charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this amended charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a large, stylized "D" that serves as a background for the signature.

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

Attachments
As stated

CHARTER
SECRETARY OF THE NAVY ADVISORY PANEL

- A. Official Designation: The Committee shall be known as the Secretary of the Navy Advisory Panel (hereafter referred to as the Panel).
- B. Objectives and Scope of Activities: The Panel, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Secretary of the Navy, independent advice and recommendations on critical matters concerning the Department of the Navy.

The Panel's focus will include acquisition reform, the shipbuilding defense industrial base, intelligence organization, and related maritime issues.

The Secretary of the Navy or designee may act upon the Panel's advice and recommendations.

- C. Panel Membership: The Panel shall be composed of not more than 20 members, who are eminent authorities in the fields of national security policy, intelligence, science, engineering, or business and industry. Panel Members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be experts and consultants and shall be appointed as Special Government Employees under the authority of 5 U.S.C. § 3109. Panel members shall be appointed on an annual basis by the Secretary of Defense. With the exception of travel and per diem for official travel, Panel members shall serve without compensation.

The Secretary of the Navy shall select the Panel's chairperson from the total membership.

- D. Panel Meetings: The Panel shall meet at the call of the Designated Federal Officer, in consultation with the Secretary of the Navy and the Chairperson, and the estimated number of Panel meetings is 3 per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Panel and subcommittee meetings.

- E. Subcommittees: The Panel shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Panel, and shall report all their recommendations and advice to the Panel for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Panel nor can they report directly to the Department of Defense or any Federal officers or employees who are not Panel members.

- F. Duration and Termination of the Panel: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years. The Panel shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless it is extended by the Secretary of Defense.
- G. Agency Support: The Department of Defense, through the Office of the Secretary of the Navy, shall provide administrative and support services as deemed necessary for the performance of the Panel's functions, and shall ensure compliance with reporting requirements of 5 U.S.C., Appendix, as amended.

Additional information and assistance, as required, may be obtained from other components of the Department of Defense with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Panel is \$75,000.00. The estimated annual personnel costs to the Department of Defense are 1.0 full-time equivalent.
- I. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- J. Charter Filling Date: November 6, 2007
- K. Charter Modified: